

Working With the Search Results Screen

When you make all of your search selections and click the Search button, you will see the Search results screen. A sample of the Search results screen is shown below. If the results aren't what you were expecting, you can click [Refine search](#) to select different criteria.

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Search results Your search: N/A | [Refine search](#)

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[View job\(s\)](#)

[Apply for Job Vacancy\(s\)](#)

[Send to friend](#)

[Create search agent](#)

[Save to cart](#)

Sort columns by clicking on any underlined column header.

[Clear checked](#)

To select one or more jobs, click the check box in front of the desired job..

Symbol for a featured job.

<input type="checkbox"/>	<u>Auto req ID</u>	<u>Location</u>	<u>Department</u>	<u>Job Title</u>	<u>Post Close Date</u>	<u>↑↓</u>	<u>Date updated</u>
<input checked="" type="checkbox"/>	20BR	Counties Across Iowa	Multiple Departments	RESIDENT TREATMENT WORKER			06/23/2006
<input type="checkbox"/>	62BR	DHS - Civil Commitment Unit, Cherokee	402-Human Services - Ames District	TYPIST-ADVANCED	06/30/2006		06/23/2006
<input type="checkbox"/>	144BR	DHS - Mental Health Inst, Independence	409-Human Services - Mental Health Inst, Independence	UTILITY WORKER			06/23/2006
<input type="checkbox"/>	33BR	Dallas County	542-Natural Resources	MICROFILM OPERATOR 2			06/23/2006

Actions to take on one or more selected jobs.

View job(s): Click this link to see the details of the selected job(s).

Apply for Job Vacancy(s): Click this link to begin the application process for the selected job(s).

Send to friend: If you find a job posting that may interest a friend, e-mail a link for the job posting to their valid e-mail address.

Create search agent: If you create a search that you want to run again, you can save it as a search agent to run at a later time. When it runs, the system will automatically send you an e-mail to your registered e-mail address with the search results.

Save to cart: You can save as many job postings as you want to a cart to apply for later. The postings will stay in your cart until you either remove them, apply for them, or the posting expires.